

Event Director and Camp Dean Manual

Oklahoma Conference of the United Methodist Church

Table of Contents

Section One

Policies and Procedures

Basic Information from Oklahoma United Methodist Camps and Conference	2
An “Encyclopedia” of Camp Information	4
Specific Objectives of United Methodist Camps.....	10
OK Conference Leader Guidelines and Safety Standards for Children and Youth Events	11
Leader Guidelines and Safety Standards for Children and Youth Events	13
Responsibilities for Incident Management	20
Resources for Camp Deans and Event Directors	22
Special Concerns of Each of Our Camp Grounds	23

Section Two

Nuts and Bolts

Time-Table Check List for Camp Deans	25
Financial Information	28
Insurance Information	30
Brochures	31
Mailing Your Brochures	32
Printing	33
Suggestions for Promotion and Publicity.....	34
Designing Your Brochure	35
Covenant of Conduct/Medical Release Forms	36
Other Items for Brochures	38
Registration Procedures for Youth Events and Camps	39
Confirmations for Camper	39
Registration Check-In Procedure	40
Registration Procedures	42

Section Three

Leadership Recruitment and Development

Staffing your Camp/Event	45
Leader Responsibilities.....	47
Looking For (More Than) A Few Good Women & Men: Characteristics of Effective Leaders	52
Leader Recruitment Suggestions.....	54
Locating “Spare Parts”	56
Team Building	56
Decision-Making as a Team	57
Pre-Camp/Event Leadership Training Topics	58

Section Four

Child Abuse Prevention

Policy for Reporting Suspected Child Abuse.....	61
Report form for Instances of Suspected Abuse of a Minor.....	63
Visual Supplement Report Form	65
What is abuse?	67

Section Five

Program Helps

What We Hope to Accomplish Through.....	78
Creative Camp Activities.....	81
40 Developmental Assets for Elementary Age Children	82
40 Developmental Assets for Adolescents.....	85
Stages of Intellectual Development in Children and Teenagers.....	86
Stages of Social-Emotional Development in Children and Teenagers	88
Age-Level Characteristics.....	89

Section Six

Behavioral Management

Attention Deficit Disorders	97
Homesickness.....	101

Section Seven

Evaluation

Closure and Re-entry.....	103
Camper/Participant Evaluation Process	105
Children/Youth Leader Evaluation Form	106
Evaluation by Camp Leaders	107
Elementary Camp Evaluation	109
Sixth Grade Camp Evaluation.....	110
Joy Camp Evaluation.....	111
Sonshine Camp Evaluation.....	112

Section Eight

Appendix

Leader Application Procedure	114
Children and Youth Leader Covenant.....	122
Leader Information Sheet.....	123
Camp Expense Report Form.....	124
Design Team Information.....	127
Example of a Typical Budget Worksheet.....	129
Conference/District Camp Fee Worksheet	130
Event Leader/Dean Check List	131
Medical and Liability Incident Report.....	132
What Every Church Staff Person NEEDS to know about Children's Summer Camps	133
Example Schedules	137